

Checklist for COVID -19 Risk Assessment

General				
	Control measure	Y / N / NA	Person(s) responsible	Comment / Action Required
A	Is government advice being regularly accessed, assessed, recorded and applied?	Y	ER	
B	Are changes regularly communicated to staff, pupils, parents and governors?	Y	ER	
C	Are changes reviewed by governors?	Y	ER	Governors copied in on communication with parents, plan for re-opening and risk assessment
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	Y	Office Staff	
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	Y	ER & School Nurse	
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	Y	School Nurse & Class Teachers	
G	Ensure sufficient supplies of hygiene materials and are they well placed?	Y	Bursar & School Nurse	
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Y	Bursar/Registrar	
I	Are precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Y	HOYs	
J	Are high risk areas being regularly monitored for hygiene?	Y	Bursar/Registrar	
K	Are contingency plans in place for a “Local Outbreak” including rapidly sharing decisions?	Y	ER	
L	Are all the risks identified properly mitigated and regularly re-assessed?	Y	SMT	

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Pupils, Parent and Staff				
	Control measure	Y / N / NA	Person(s) responsible	Comment / Action Required
1	Are communication channels working and being reviewed?	Y	ER	
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Y	ER	Regular staff meeting and parental surveys.
3	Is there is a nominated person or group of people at school responsible for COVID-19 matters, are their contact details known and are they on call?	Y	SMT	
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Y	ER	
5	Who has travelled where: other than home and school? (via Microsoft Forms)	Y	Bursar / School Nurse	Health Questionnaire
6	Have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Y/N	All staff	Some pupils require reminders
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Y	School Nurse	
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	Y	Bursar / Site Manager / Director of Sport	
9	Is registration throughout the day managed including temperature / health checks?	N	SMT	Temperature checks on entry to site
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Y	ER	On-going as we manage situation
11	Are learning and games spaces configured to SD rules where possible minimise interaction between classes in that year group.?	Y	HOYs	
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Y	SMT	
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Y	Deputy Head Pastoral (DSL) & SENDCo	

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Pupils and Staff				
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1	Have safeguarding, code of practice been updated, regularly reviewed and shared?	Y	DSL	
2	Is the DSL and DDSL easily contacted and their contact information known to all?	Y	DSL	
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Y	DSL	
4	Are sporting, play and SD rules clear to staff and pupils?	Y	SMT	
5	Are drama, dance and music activities applying SD rules?	Y	Teaching Staff	Risk Assessments updated to reflect current guidelines
6	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Y	ER	Limits on number of staff using Staff Rm & alternative tea making facilities provided.
7	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Y	Bursar & site team	
8	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Y	ER	
9	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Y	Bursar & Site Team	Signage to indicate "Keep Left" and floor markings for one way systems
10	Do classrooms reflect SD layout, screening and regular cleaning rules?	Y	ER, Registrar, HOYs	
11	Do meal times reflect SD in the servery and dining hall?	Y	Bursar/ CH&CO	

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Medical				
	Control measure	Y / N / NA	Person(s) responsible	Comment / Action Required
1	Is there anyone in addition supervising the normal first-aid staff?	N	School Nurse	
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Y	SMT & School Nurse	
3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Y	School Nurse, Office & SMT	
4	Is the medical room(s) properly equipped?	Y	School Nurse	
5	Maintain suitable levels of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	Y	Bursar / School Nurse	Following government guidelines
6	Is the school aware of all pre-existing medical conditions?	Y	School Nurse	
7	Recording of positive tests for COVID-19?	Y	School Nurse	
8	Recording of those advise to self-isolate?	Y	School Nurse	
9	Record of staff and pupils sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath?	Y	School Nurse	
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Y/N	SMT & School Nurse	Those self-isolating have been kept in touch with plans and developments.
11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Y	School Nurse	
12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Y	School Nurse	
13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Y	School Nurse	
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Y	Teaching Staff & Assistants	
15	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Y	Bursar	
16	Do medical staff have the appropriate PPE, cleaning materials and training?	Y	School Nurse	
17	What is the policy on washing school clothes so as to prevent infection?	Y	ER	Details sent to parents

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Site and Facilities				
	Control measure	Y / N / NA	Person(s) responsible	Comment / Action Required
1	Are Site Team briefed on changes regularly	Y	Bursar	
2	Do Site Team have the appropriate PPE, cleaning materials and training?	Y	Bursar	
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Y	Bursar	
4	Are all security and access systems regularly checked, updated and re-coded?	Y	Bursar	
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	N	Bursar	Hettle & Andrews to attend site 15 Sept 2020 to do RA
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	N	Bursar	
7	Have air conditioning ducts and units been checked and reviewed?	Y	Bursar	
8	Electrical tests up-to-date including emergency lighting and PAT?	Y	Bursar	
9	Water testing for temperature, flow and legionella in date for test?	Y	Bursar	
10	Fire alarm panel, system and extinguishers in date and serviced?	Y	Bursar	
11	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Y	Bursar	
12	Have waste procedures been reviewed?	Y	Bursar	
13	Are pest control services recorded, deficiencies identified and actioned?	Y	Bursar	
14	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials for cleaning after use?	Y	Bursar / Site Manager	